

The Bloomington Police Department

Thank you for your interest in a position with the Bloomington Police Department. This letter contains important information about the city, the police department, salary information, the written aptitude test as well as the physical agility test. You should read this letter carefully to be sure you understand the procedures that will be used during the administration of both tests.

Because the department receives more applications than there are available positions, we have established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

The Bloomington Police Department is now accepting applications for the position of Probationary Police Officer.

A Police application is available online at www.bloomington.in.gov/police and **must be received by 4:00 p.m. on Wednesday, September 14, 2016.** All notifications related to this hiring process will be conducted via e-mail so applicants must maintain an active e-mail account.

Required physical agility and written testing is tentatively scheduled for Saturday, September 17, 2016. **Qualified applicants will be notified of the exact date, time and location of the physical agility and written test.**

Late, incomplete or applications with illegible e-mail addresses will not be considered.

Applications should be submitted to:

Bloomington Police Department
Attn: Captain Steve Kellams
220 E. Third Street
Bloomington, IN 47401

Interviews are tentatively scheduled for the weeks of October 3rd and October 10th. Other requirements of the hiring process include: a thorough background investigation, polygraph examination, an interview with the Board of Public Safety, medical and psychological testing. All testing and approvals must be completed by December 31, 2016 with an anticipated hiring date in early January 2017.

Applications, requirements for consideration, testing procedures, and current salary and benefit information may be found under the "Police Employment" tab at:
www.bloomington.in.gov/police

Other inquiries should be directed to: *recruits@bloomington.in.gov*

About Bloomington

Nestled in the rolling hills of South Central Indiana, Bloomington has long been known for its big city offerings while maintaining its quaint Midwestern charm. Bloomington is a modern thriving city that has earned its reputation as a wonderful place to live. Bloomington is home to Indiana University and its 46,000 students who bring their diverse experiences from all 50 states and A myriad of countries. Bloomington offers a large variety of outdoor activities including, the state's largest lake, Lake Monroe, and the state's only national forest. Bloomington has the charm of small town life, and at the same time offers many big city pleasures such as a world-class opera theater, touring Broadway shows, and Big Ten sporting events. Bloomington has been recognized by the National Arbor Day Federation as a "Tree City USA" for many consecutive years. Bloomington is home to Indiana University, which is considered the fifth most beautiful college campus by author Thomas Gaines, ranked as one of the top ten "most wired" colleges by Yahoo Internet Life, and was named one of the "Big 10 College Towns" by the New York Times. Bloomington has also been rated the seventh best place to cycle in the United States by Bicycling Magazine, the sixth best place to settle down in the United States by Money Magazine, the seventh lowest stress city, according to Psychology Today, and the eighth best place in the nation to retire, according to Rand McNally's Retirement Places.

About the Police Department

The Bloomington Police Department is a full-service police agency, providing police protection to a city of approximately 84,000 residents and a land area of 20 square miles. The Department is divided into an Operations and Administrative Division. The Administrative Division consists of the Records and Telecommunications Division. The Operations Division consists of the Uniform and Investigative Divisions. Captains head up each of these Divisions. The Uniform Division contains the Patrol Division, Bike Patrol, Training Division, Dive Team, Civil Disturbance Unit, Canine Unit and the Critical Incident Response Team. The Investigative Division consists of a Detective and Special Investigations Units and two full-time evidence technicians. The Bloomington Police Department currently employs 1630 full-time persons (100 sworn officers and 63 civilian employees).

For appointment as a police officer with the City of Bloomington, an applicant must meet the following requirements:

1. Must be at least 21 years of age before appointment to the Department.
2. Must be a high school graduate (G.E.D. is acceptable). A college degree is preferred.

3. Must reside in Monroe County, or a county adjacent to Monroe County, at the time of appointment to the Department.
4. Must possess a valid Driver's License from the State of Indiana at the time of appointment to the Department.
5. Must successfully pass a general aptitude and physical agility tests.
6. Must submit to a polygraph examination, and be of good moral character as determined by a thorough background investigation.
7. Must submit to oral interviews before the Police Personnel Screening Committee and the Board of Public Safety for the purpose of determining the applicant's ability to communicate, experience, and background.
8. After a job offer is made, the applicant must pass a psychological screening and physical examination performed by a licensed physician, chosen by the Police Pension Board, and be accepted into the Police Public Employment Retirement Fund.
9. Must pass the physical fitness standards of the Indiana Law Enforcement Academy, and must meet and maintain the physical standards of the Bloomington Police Department throughout employment.

Testing Procedures

The schedule for the day will be as follows:

11:00 - 11:15 Check In
11:30 - 13:30 Physical Agility Test (Run after 12:00)
BREAK
14:30 - 14:45 Registration
14:45 - 15:00 Instructions
15:00 - 17:00 Study Period
17:00 - 17:15 Break
17:15 - 17:30 Check In
17:30 - 17:45 Instructions
17:45 - 19:15 Examination

NOTE: YOU MUST BRING PICTURE IDENTIFICATION SUCH AS A DRIVERS LICENSE TO TAKE THE EXAM.

A description of both the written aptitude test and physical agility test is presented below. Please examine these procedures to ensure you fully understand them since each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

Written Test

The study session will begin immediately after the completion of the registration period. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test, which will be administered after a 30 minute break from the study session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper, which will be provided by the test monitor. Also, each applicant must turn his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session, you must turn in your materials and you will not be allowed back until the registration period for the test.

Applicants will be given one hour between their physical agility tests and check in for the study session. Meals will not be provided. Instead, you will be required to provide your own meal. There are a number of restaurants in the immediate area.

The test will be given immediately after the 30 minute break following the study session. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and one half (1 ½) hours to complete the written examination.

All questions on the afternoon examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented during the morning to do well on the examination.

Note this important instruction: You will not be allowed to take the exam if you did not attend and register for the study session.

Do not bring notebooks or other study materials with you to the testing site. All necessary materials, including notepaper, will be provided.

Listed below are some tips, which might help to make your test more comfortable and successful:

- 1) Answer every question on the test, even if you have to guess; there is no penalty for guessing.
- 2) Take your time. There should be plenty of time in both the study session and the test period.
- 3) Bring money for food. Meals will not be provided.
- 4) Arrange for transportation. You may need a ride to get to restaurants and you must leave the test site during the meal break.
- 5) Listen carefully to the monitor's instructions.
- 6) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 7) If you have trouble with a particular question, skip it and return to it later.
- 8) Be certain that you really understand the material in the Study Guide.
- 9) Get a good night's rest before the test.
- 10) Try to relax as much as possible during the test.

Testing will take all day and include physical agility testing, so wear comfortable workout type clothing.

NOTE: Smoking is not allowed in the study/examination room, or anywhere on Bloomington High School South property.

Physical Agility Tests:

- Vertical Jump: Minimum 16 inches
- Sit Ups: Minimum 29 in one minute
- 300 Meter Run: Maximum 71 seconds
- Push Ups: Minimum 25 no time limit
- 1.5 Mile Run: Maximum 16 minutes 28 seconds

Protocol for Vertical Jump (minimum 16 inches)

Procedure

1. Applicant stands with feet together under the measuring apparatus and reaches as high as possible to mark a spot.
2. Applicant jumps as high as possible and marks the highest point of the jump. Applicant must jump from both feet. Arms may be pumped and thrust upward. The foot closest to the apparatus must remain stationary. Moving the foot farthest from the apparatus prior to the jump is optional.

Protocol for Sit Ups (minimum 29 in one minute)

Procedure

1. The applicant starts by lying on his/her back, knees bent, heels flat on the floor, with the fingers interlaced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
2. A partner holds the feet down firmly.
3. The applicant then performs as many correct sit ups as possible in 1 minute.
4. In the sit up position, the applicant should touch elbows to knees and then return until the shoulder blades touch the floor.
5. Score is total number of correct sit ups. Any resting must be done in the up position. Resting more than one (1) second on the floor invalidates the results.

Protocol for 300 Meter Run (maximum 71 seconds)

Procedure

1. Applicant runs 300 meters at a maximum level of effort. Time used to complete the distance is recorded.

Protocol for Push Ups (minimum 25 no time limit)

Procedure

1. Hands are placed shoulder width apart, with fingers pointing forward. Some parts of the hands must lie within a vertical line drawn from the outside edge of the shoulders to the floor. A partner/scorer places one fist on the floor below the participant's chest (sternum).

2. Starting from the up position (arms fully extended with elbows locked, both hands and both feet only touching the floor), the applicant must keep the back straight at all times and lower the body to the floor until the chest (sternum) touches the scorer's fist. The applicant then returns to the up position with the elbows fully locked. This is one repetition.
3. Resting is permitted only in the up position. The back must remain straight during resting.
4. When the applicant elects to stop or cannot continue, the total number of correct pushups is recorded as the score. There is no time limit.

Protocol for 1.5 Mile Run (maximum time 16 minutes 28 seconds)

Procedure

1. The applicant will run 1.5 miles as quickly as possible.
2. Finish times will be called out and recorded.

Bloomington Police Pay and Benefits for 2016

- Officer First Class \$51,238.00
- Probationary Officer (1 Year) \$46,114.00

*In addition to the salary listed above, the City shall also contribute four percent (4%) of the salary of a fully paid Officer First Class to the Public Employees Retirement Fund on behalf of each police officer.

SECTION XXIII. Unit Pay Plan

For Officer 1st Class and Senior Police Officer:

1 unit = \$100.00

Longevity:

1 year = 1 unit

Training:

20 hours per year = 1 unit

Training must be completed during the year for credit on next year's pay. Credit for training is not cumulative. In order to qualify for credit, any training must be approved by the Chief in advance of the training.

Professional and Command Classifications:

Professional pay is divided into three (3) levels.

Category 1 = School Liaison Officer, Training Instructor, CIRT Officer, Hostage Negotiator, Breath Analyzer, Canine Officer, Bike Patrol, Dive Team, Motorcycle Patrol, Civil Disturbance Unit, Accident Reconstructionist, Honor Guard, and Drug Recognition Expert (DRE), Downtown Resource Officer (DRO).

Category 2 = Field Training Officer (FTO), Detectives

Category 1 - 5 units

Category 2 - 14 units

An officer may hold and be compensated for multiple certifications.

Employee must maintain and/or hold classification to keep units and associated pay.

Officers may not perform the duties of a professional classification on a temporary or part-time basis without compensation per the guidelines of this Section.

Education:

Education pay divided into three (3) levels.

2 year degree = 6 units

4 year degree = 12 units

Masters, Law, or Doctorate degree = 16 units

Employee will be paid for a maximum of forty-eight (48) units.

PERF pay is based on the salary of an Officer First Class + 20 units.

Vacation

28 days vacation, pro-rated first year

Other

Unscheduled Duty Pay \$35.00/hour or 1.5 time when applicable

Annual Clothing Allotment \$1,600.00

Shift Differential Pay:	Afternoons:	\$32 per pay
	Nights:	\$40 per pay

Thank you for your interest in the Bloomington Police Department. If you need additional information or wish to report a difficulty associated with the testing procedures, contact Captain Steve Kellams at: recruits@bloomington.in.gov.